

CAREER PLANNING PORTFOLIO PRESENTATIONS STEP-BY-STEP! INSTRUCTION SHEET FOR TEACHERS

Presenting their Career Planning Portfolios to a panel gives students the opportunity to showcase, using their portfolios, their career development up to this point, as well as their future goals and plans. It should be noted that career planning portfolio interviews are somewhat generic, and not directed at a specific job application, since portfolios may be used in a variety of situations such as applications for scholarships, educational field trips, teams/clubs, and entry to post-secondary programs, in a job interview, as well as for the students' own self-reflection. Also important to note is that students are required not only to answer the questions asked of them well, but just as essential that they are able to use documents in their portfolios to support their answers.

Listed below is a set of instructions that may be used to coordinate the details necessary when organizing a portfolio presentation day.

- ☐ Select a date for the portfolio presentations. It is recommended not to schedule the presentations for a Monday so that reminders to students can occur the day prior.
- ☐ Before this date, schedule time for:
 - Delivering a lesson on delivering their portfolios.
 - Ensuring that students have completed the required elements of their Career Planning Portfolio
 - Coaching students on how to use their portfolios to answer interview questions
- ☐ Allowing no less than 20 minutes per interview, determine how many interviewers you will need in order to accommodate the number of students being interviewed within the time frame you have available. Each portfolio panel should have three members.
- ☐ Select, contact and book interviewers using the following criteria:
 - Interviewing experience
 - Willingness to provide meaningful and constructive feedback in a positive manner
 - Suggestions: school administrators, parents, community members, business ownersIndicate to all interviewers that this is a learning opportunity for students and that constructive yet positive and encouraging feedback is expected.
- ☐ Coordinate and book locations within the school to conduct simultaneous interviews. Where possible, schedule interviews in locations which are not disturbed by general school activity.
- ☐ In advance, email the interviewers with a reminder of the **date, start time** and **duration** of the interviews. (See sample email.) Ask panel members to be at the school 20 minutes before the start time to receive instructions and to be shown their interview locations. Attach the following handouts so they are aware of how the students have been prepared and have an opportunity to become familiar with the assessment form they will be using during the portfolio presentation.
 - *Career Portfolio Interview Assessment form*
 - *Career Planning Portfolio Interview Questions*
- ☐ Inform interviewers of the suggested structure within the 20 minute interview time frame:
 - 12 minutes – questioning
 - 3 minutes – immediate verbal feedback to students
 - 5 minutes – completion of *Career Portfolio Assessment* form, written feedback
- ☐ Develop a schedule, assigning each student a portfolio panel and a time slot. (see sample schedule template)
- ☐ Organize a package for each interviewer that includes:
 - a schedule listing students' names, times, and location of interviews
 - sufficient copies of the *Career Portfolio Assessment* forms
 - a copy of *Career Planning Portfolio Interview Questions*, a pen, thank you note/card

Sample email to Career Planning Portfolio Presentation Panel Members

Dear (Name),

The (class) at (school) thanks you for agreeing to be a member of a panel participating in our career planning portfolio presentations on (date) beginning at (time). We have (number) students who will be interviewed by (number) panels and each is expected to take twenty minutes. Attached are two documents, *Career Planning Portfolio Interview Questions* and *Career Portfolio Interview Assessment Form*, which will give you some insight on how students have been prepared for answering interview questions and how their presentations are assessed. These documents will be provided for your use on the day of the presentations.

Presenting their Career Planning Portfolios to a panel in an interview format gives students the opportunity to showcase their career development up to this point, as well as their future goals and plans. It should be noted that career planning portfolio interviews are somewhat generic, and not directed at a specific job application, since portfolios may be used in a variety of situations such as applications for scholarships, educational field trips, teams/clubs, and entry to post-secondary programs, as well as in a job interview. In their presentations, students are required not only to answer the questions asked of them well, but they must also use documents in their portfolios to support their answers.

While we ask you to complete an assessment form for each student, your main role is to provide advice and encouragement for the students. The teacher, if preferred, will assign the numerical value of a formal evaluation.

We would like you to meet (where) at the school twenty minutes before the presentations are scheduled to receive instructions and to be shown to your interview locations. If you have any questions or concerns, please email me at (email address) or phone me at (phone #).

Once again, thank you for taking time from your busy schedule to contribute to the education of our students. It is very much appreciated.

Sincerely,

(name)

Role of Lead in Portfolio Panel

- Welcome the student to the interview
- Introduce the student to other panel member(s)
- Monitor the progress/time of the interview.
 - Each interview time is approximately 20 minutes.
 - Ask the first question on the Interview Question sheet: “Tell us about yourself.”
Students are to introduce themselves providing a short snapshot of who they are, their goals and possibly their major strengths. (2 – 3 minutes)
 - Interviewers have 10 – 12 minutes to ask questions (either from the question sheet or others that may follow a question asked).
 - Students are to use specific entries in their portfolios to provide evidence of answers to questions.
 - Interviewers are asked to take a couple of minutes at the end of the interview to give the student feedback on the quality of his/her portfolio interview. This can be your lead.

CAREER PLANNING PORTFOLIO INTERVIEW QUESTIONS

To the interviewer: you are asked to give the students an opportunity to showcase, with a career planning portfolio, their career development up to this point, as well as their future goals and plans. The students have used the following questions to prepare for this interview. They are aware that they will not be asked all of these questions and they may also field questions other than those on this list. They have been strongly encouraged to use items in their portfolios to support as many of their answers as possible.

Interview Opening:

Tell us about yourself (introductory personal highlights).

Possible Interview Questions:

1. What are three skills you are most noted for and how have you developed them?
2. What area(s) of improvement are you presently working on and how are you doing this?
3. What are your interests outside of school and what have you learned from these experiences?
4. What are your future goals and plans and what led you to make these decisions?
5. Have you done volunteer work and, if so, what skills have you developed as a result of this involvement?
6. Describe something you have accomplished on your own initiative – something you are proud of.
7. If your former or present employer was asked to give an opinion about you, what do you think would be said?
8. Describe an activity that required collaboration with others and tell us how teamwork was achieved.
9. Tell us about a challenge you have had to deal with and how it was resolved?
10. What have you done to set an example to others?



CAREER PORTFOLIO INTERVIEW ASSESSMENT FORM



STUDENT: _____
SCHOOL: _____

GRADE: _____

	Needs Work	Satisfactory	Proficient	Exemplary
Organization Skills				
1. The student is well prepared and organized.				
2. The portfolio is organized, professional looking and visually attractive.				
3. The portfolio contains a variety of components e.g. resume, cover letter, references, transcripts, evidence of best work, demonstration of skills, etc.				
4. The student readily locates portfolio items to support answers to questions.				
Presentation Skills The student:				
1. speaks clearly, and maintains eye contact and a positive body image.				
2. is appropriately dressed.				
3. shows enthusiasm and a sense of accomplishment.				
4. positions the portfolio so it is visible to all panel members.				
Communication Skills * The student:				
1. provides the panel with a carefully thought out summary of personal highlights in the introductory comments.				
2. provides comprehensive answers to questions from the panel by skillfully referring to specific portfolio entries.				
3. is able to clearly demonstrate a wide range of skills throughout the interview including, for example, personal management, problem-solving, leadership, teamwork, communication, and academic skills.				
Overall assessment of Interview				

*Note to teacher: If you wish to assess this activity with a numerical value, you may assign a value to each descriptor. Since the Communication Skills section assesses the core objectives of the portfolio interview, these skills should be weighted double the numerical value of the Organization and Presentation skills. Suggested values for each descriptor: 5, 6/7, 8/9, 10.

Comments:

 Signature of Panel member

 Date

Career Planning Portfolio Presentations Schedule

School:

Class:

Date of Presentations:

Time Duration: From _____ **to** _____

Portfolio Panel Interviewers (Panel 1)

Interview Location:

1.

2.

3.

[illegible]

Portfolio Panel Interviewers: (Panel 2)

Interview Location:

1.

2.

3.

[illegible]

Portfolio Panel Interviewers: (Panel 3)

1.

2.

3.

Interview Location:

[illegible]

Portfolio Panel Interviewers: (Panel 4)

1.

2.

3.

Interview Location:

[illegible]